

**ENGINEERING AND RELATED SERVICES
MAY 15, 2015**

CONTRACT NO. 4400006551

**RETAINER CONTRACT FOR COMPREHENSIVE STRATEGIC ADVISORY
SERVICES RELATED TO LOUISIANA TRANSPORTATION AUTHORITY
(LTA) PARTICIPATION IN PUBLIC-PRIVATE PARTNERSHIPS (PPP)
STATEWIDE**

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DBE/WBE GOAL = 4%

The Louisiana Transportation Authority (LTA) was created by Act 1209, 2001 Regular Session, effective August 15, 2001 and placed within the Department of Transportation and Development (DOTD) and governed by provisions of R.S. 36:801. The DOTD provides administrative support for the LTA.

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime Consultants shall be registered with the Federal Government using SAM.gov at the time of submittal. One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.**

DOTD employees may not submit a proposal, nor be included as part of a Consultant's team.

Project Manager – Ms. Robin Romeo

All inquiries concerning this advertisement should be sent in writing to hadi.shirazi@la.gov and heather.huval@la.gov.

On behalf of the LTA, the DOTD intends to select a maximum of three Consultant(s)/Team(s) for three separate retainer contracts as set forth herein. All services to be performed will be assigned by Task Order. Neither the LTA nor the DOTD guarantees that any or all potential services identified in this request or in the contract will actually be assigned.

Only one DOTD form 24-102 submittal is required for this advertisement, and it represents the Prime Consultant's qualifications and submittal for both referenced contracts. Both identifying contract numbers must be listed on the cover page of the submittal.

PROJECT DESCRIPTION

The LTA anticipates that it may receive unsolicited and solicited proposals from private infrastructure development teams to construct and/or improve transportation infrastructure in Louisiana. These proposals will be in the form of a Public-Private Partnership (PPP), and may be directed towards construction or improvements to any transportation mode(s) which fall within the auspices of LTA. Should such a PPP proposal be received by the LTA and the LTA, acting directly or through DOTD finds it in the public interest to engage a strategic advisor to assist it in engineering, financial, business, management, and related matters pertaining to the evaluation, economic feasibility, contract negotiation and possible award and management of a PPP contract, the DOTD will issue a task order to engage a strategic advisor team in accordance with the terms of this proposal.

SCOPE OF SERVICES

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

The Consultant will be required to provide strategic engineering, financial, management, public information and administrative advice and services to the DOTD on behalf of the LTA. These services will be provided in connection with administering the proposal process under LSA R.S. 48:2071 et seq., analyzing and evaluating PPP proposals received, soliciting competing proposals, negotiating and preparing PPP contracts, and administering and managing PPP contracts.

The following is a list of potential services to be provided under this contract. This list is not all inclusive. Services required of the Consultant under this proposed contract may be further defined or refined as needed by the DOTD/LTA, with advice and cooperation of the selected Consultant prior to the beginning of each proposed annual contract period.

1. Advise and assist the DOTD/LTA in the advertisement and procurement of solicited and unsolicited PPP proposals, in accordance with statutes and guidelines established above.
2. Advise and assist the DOTD/LTA in receiving, evaluating and ranking PPP proposals, either unsolicited or solicited, as the case may be.
3. Prepare written evaluations of PPPs, as directed, which may include the following components:
 - a. Evaluation of private partner(s) reputation and abilities to construct, improve and operate a public transportation facility under previous PPP contracts. Evaluation of the economic feasibility of any project to substantiate project need and feasibility.
 - b. Evaluation of private partner(s) financial resources available to support the proposed effort.
 - c. Evaluation of private partner(s) management and financial plans proposed for a project, provided that any review of financial plans proposed by private partner(s) will be limited to a determination of whether the funds proposed to be made available under such plan(s), and the times at which such funds are proposed to be made available, would be sufficient to meet the needs of the proposed project.
 - d. Valuation and projected revenue analyses of specific projects or programs.
 - e. Analyses of policy, resource commitment, and risk associated with a proposed PPP project.
 - f. Evaluation of traffic projections and influences of PPP project on local and through traffic.
 - g. Evaluation of proposed improvements in facility Level of Service due to PPP Project.
 - h. Evaluation of the anticipated public benefit as a result of the PPP project
 - i. Evaluation of anticipated condition and level of service of the facility if and when turned over to DOTD or another public entity at end of operational period.
 - j. Evaluation of other factors that may be offered by the proposer or the agency.
4. Participate and/or represent the LADOTD/LTA at public meetings, legislative hearings, and trade groups meetings. Participation and representation shall facilitate a positive public perception of the LTA and the projects approved by the LTA.
5. Advise LADOTD/LTA relative to contract language, assist in negotiations, assist in the preparation of any PPP contract, and facilitate execution of same.
6. Monitor and report on the progress of all aspects of the PPP project relative to terms of the PPP contract.

7. Provide PPP Program and PPP Project management/engineering support services.

Services to be provided under this contract DO NOT include advising on how to structure the issuance of any municipal securities that could be issued in connection with a PPP proposal. To the extent that LADOTD/LTA may determine that it needs advice as to the structure, timing, terms, or other similar matters for any proposed issuance of municipal securities in connection with any PPP proposal, such advice will be obtained UNDER A SEPARATE CONTRACT concluded subsequent to a SEPARATE REQUEST FOR PROPOSALS.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Addendum "A" to the Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)
12. National Electrical Code (NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice

21. Code of Federal Regulations 29 CFR 1926 (OSHA)
22. Complete Streets,
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be made on the basis of actual cost plus a fixed fee, with a maximum limitation of based on negotiated man hours.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$1,250,000 for each retainer contract**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

DIRECT EXPENSES

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

The Consultant may request to have the initial billable rates updated on a yearly basis. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed. Any TO which has not expired may be supplemented as long as the Retainer Contracts funds have not been exhausted. At the discretion of the DOTD/LTA, this contract may be renewed for up to two (2) additional three-year periods. The DOTD/LTA, at its sole discretion, may exercise any, all or none of the options to renew the contract.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
3. The Prime-Consultant must also employ, on a full time basis, a minimum of one Registered Professional Civil Engineer, with at least three years' experience in the preparation of planning and environmental documents.
4. The Prime-Consultant must also employ, on a full time basis, a minimum of one Registered Professional Civil Engineer with at least five years' experience in roadway design.
5. The Prime-Consultant must also employ, on a full time basis, a minimum of one Registered Professional Civil Engineer with at least five years' experience in bridge design.
6. The Prime-Consultant must employ on a full-time basis or through the use of a Sub-Consultant:
 - a. One Environmental Professional with a minimum of three years' experience in the preparation of documents in accordance with the National Environmental Policy Act (NEPA) for the Federal Highway Administration (FHWA). The DOTD requires all Project Managers performing NEPA work to take the NGI Course No. 14005, "National Environmental Policy Act (NEPA) and Transportation Decision Making", or an equivalent course approved by the DOTD Environmental Administrator.
 - b. Two Civil Engineers registered in the State of Louisiana, with a minimum of five years of experience in traffic analysis and certified as Professional Traffic Operations Engineers.
7. At least one Consultant member within each functional area (Engineering Services, Financial Services, and Business & Management Services) with at least five years' experience advising, managing, or facilitating a highway PPP for a state or provincial Transportation Agency within continental North America.

EVALUATION CRITERIA

The general criteria to be used by DOTD in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;***
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;*
5. Consultant's current work load, weighting factor of 5;**
6. Location where the work will be performed, weighting factor of 4. **

*The Transportation Planning (PL) performance rating will be used for this project.

** All respondents will receive a 4 in this category.

*** Firms with a ratio of 5 or greater on the Department's firm size graph will receive a compatibility rating of no less than 2.

Complexity level- complex

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Hadi Shirazi – Ex officio
2. Robin Romeo – Project Manager
3. Ray Mumphrey
4. David Smith
5. Corey Landry
6. Ryan Reviere

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

DBE/WBE - The selected Consultant Team will have a DBE/WBE goal of 4% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the Consultant has failed to meet the goal and no good faith efforts have been made, the DOTD Project Manager shall notify the Compliance Section, and at that time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (stamped “original”) and five copies of the DOTD Form 24-102 must be submitted to DOTD along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Multiple firms that are listed on a single proposal (e.g., prime consultants as well as listed sub-consultants) will be considered a “Team.” Only one Consultant or Team will be selected for each contract to be awarded pursuant to a Request for Qualifications. A Team may submit more than one proposal reflecting different allocations of work or different combinations of prime and sub-consultants, but in no instance will a single Team be awarded more than one contract from a single Request for Qualifications.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's 24-102 must be firmly bound to the Consultant's 24-102. In Section 8, the Consultant's 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Contract employees may be allowed for a period of time for a particular element or task on a project. Contract employees should be shown in **Section 9a. Project Staffing Plan** with resumes included in **Section 10**.

Use of contract employees requires prior approval by the Consultant Contract Services Section for each element or task on a project. The approval request shall be made prior to the submittal of the 24-102 form.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract Nos. 4400006551, 4400006552 and 4400006553** and will be submitted **prior to 3:00 p.m. CST on Tuesday, June 16~~02~~, 2015**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Hadi Shirazi, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-E**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1929

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.